

June 11, 2019



**Tullahoma Municipal Airport Authority**

807 William Northern Boulevard  
P.O. Box 1581  
Tullahoma, TN 37388

**Meeting Attendance  
June 11, 2019**

**Members Present**

<input checked="" type="checkbox"/>	Dr. Don Daniel, Chairman
<input checked="" type="checkbox"/>	Karla Smith, Vice Chairman
<input checked="" type="checkbox"/>	Jennifer Benetti-Longhini, Secretary
<input checked="" type="checkbox"/>	Jason Waller, Treasurer
<input checked="" type="checkbox"/>	Paul Sirks, Assistant Treasurer
<input checked="" type="checkbox"/>	Jim Apple, Assistant Secretary
<input checked="" type="checkbox"/>	Dr. Jim George

**Other Persons Present**

<input checked="" type="checkbox"/>	Jon Glass, Airport Manager
<input checked="" type="checkbox"/>	Alderman Ray Knowis
<input type="checkbox"/>	Tullahoma News

**Regular Meeting Minutes**

**Visitors:** Hans Paulsen and Leslie Fritz (TN Skydiving),

**Note:** Where motions are noted as being approved, they were unanimously approved by all Board members present unless otherwise noted.

- 1. Meeting called to order at 5:02 pm.**
- 2. Minutes for the May 14, 2019 meeting were reviewed and approved** with 2 minor changes.
- 3. Public comments** – No comments.

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4. **Treasurer's report** – Jason Waller reviewed the financial statements. He reported that expenses and revenues looked very good with 3 weeks left in fiscal year. Fuel sales revenue exceeded budgeted amounts for the year.
5. **Jon Glass presented the Airport Manager report:**

### ***CURRENT PROJECTS***

**Airport Personnel** – Viktoria Akhmedova's last day is 7/6/19. I have submitted the HR paperwork to advertise a position open to replace her.

**FY 2018 Audit** – Housholder and Artman completed the audit. The Airport did not have any findings.

**Vandy LifeFlight Hangar** – We have done some minor repair work on roof leaks that seem to be helping. Patrick Rinks inspected the roof and did not report any major problems to the roof itself but it does need more downspouts. During heavy rainfalls water is collecting on the east and west side of roof. He also noted that the roof fasteners are rusting and will need to be replaced in a few years.

**North Hangar Door** – The Insurance adjuster (Spikes Braniff) is working with local Contractors to get multiple estimates on replacing the doors. Treez Group is the low bidder and works exclusively with Horton doors. They have removed the damaged door and the new doors are being made and should be delivered to the Airport around December 1. The Hangar door and Contractor are scheduled to be here 1/7/19. **The Contractor completed the adjustments to the door.**

**Runway Concrete Repair Demo** – Jon Glass met with representatives from Elephant Armor on 7/2/18. They have an epoxy based concrete repair method that is a fraction of the cost of full depth replacement. They are currently doing work on the runways at BNA. They will do a sample area of runway 18/36 to demo the method of repair. PDC and TAD reps will be here to observe and I will notify Board members prior to the work being done. Instead of 4 repair patches for free they have offered to come here and work for a full day for \$2,500 to \$3,000. I recommend we approve this proposal as this could be a very cost effective concrete repair for runway 18/36. They are located in west TN so I think this is a fair proposal. We had 2 dates scheduled in December and got rained out. The next window is January 9 to 11. The work is complete and we will monitor the patches over the next 12 months. I think this will be a viable option to repair runway 18/36 at a fraction of the cost of other repair methods.

**ODAL's Flight Check** – FAA did a flight check on 10/25/18 and we failed due to trees at the first light. Curl Construction will remove the trees for \$125.00 per hour. We believe it will

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take 3 to 4 hours to complete the work. The area is too wet for any heavy equipment. They have a crew with chainsaws that completed the work on 12/7/18 and FAA has been notified. If we do not pass next flight check will have to wait until June or July when we can get some heavy equipment to take down more trees. Flight check is scheduled for 3/13/19. **FAA has not advised on the results of flight check.**

**Taxiway A and South Ramp Drainage** – The Engineer grant has been approved and was returned on 12/6/18. The scoping meeting was held on 1/16/19 and the work authorization should be ready for our approval on 2/12/19. Survey work is scheduled to be completed the week of 3/11/19. The following schedule will apply to this project and the pavement maintenance project. Engineer work completed July 3, bid advertisement July 7, bid opening and award July 30, construction begins August 12 and ends September 7. **The design work is scheduled to be completed 6/21/19.**

**Paraglider Issues** – I received numerous written and verbal safety complaints about a group of 5 paragliders operating at the Airport on 5/7/19. On 5/15/19 Jimmy Chapman, Charles Parish and I met with Scott Dowdy who knows these people and went over safety issues with him. On 5/18/19, I responded to the Airport and observed them flying down runway 6/24, the north/south turf runway and hovering at the approach end of 36. They also had numerous automobiles parked in the object free area of 18/36. I had a discussion with them and they have not returned to the Airport since 5/18/19. They were not any of our local paragliders who operate in a safe manner.

**Pavement Maintenance Project** – This has been submitted to Blackcat as a project request. It has been recommended for approval by TAD. The project consists of Taxiway D remarking, Taxiway F sealcoat and crack repair, Harton Hangar Plaza sealcoat and crack repair along with Terminal building auto parking lot seal coat and crack repair on the maintenance contract. Dr. Daniel and Jeremy Bell will sign the grant as soon as it is available. **The 90% design meeting is scheduled for the week of June 17<sup>th</sup>.**

**TAD Grants** – They have a new policy where work can begin on a grant after staff or TAC approval instead of waiting for the Commissioner to sign the grant 2 to 3 months later. This can help us with the drainage and pavement repair grants that were delayed because of the 9/27 tree issue. This decision could be reversed when the new TDOT Commissioner is appointed in January by the new Governor.

### **Airport CIP List**

**These are the projects we need to rank for priority over the next 4 years:**

1. ALP Update and AGIS Survey (\$300,000).
2. Runway 18/36 concrete repair (\$400,000).

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3. North Taxiway Overlay (\$275,000).
4. Runway 6/24 crack repair and seal coat (\$375,000).

**Maintenance Contract** – We get reimbursed 50% on this grant up to \$39,600 each year or a \$19,800 reimbursement. The FY 19 contract will be returned to TAD for execution this week. Reimbursements in the amount of \$19,458.73 have been submitted to Blackcat. **We have a \$3,418.27 reimbursement remaining for this FY. It will be submitted to TAD prior to 6/21/19.**

**Coffee County Appropriation** – I have requested the money approved by the Coffee County Commission approved for FY 19 and it should arrive by 2/15/19. Last year we received \$15,000.00. Mayor Cordell advised Jon Glass that our \$15,000 request for FY20 had been approved.

**VOR Building** – The roof is leaking and repairs need to be completed to prevent damage to the Airfield regulators. The cone and antenna have been removed and the holes have been patched. We are obtaining estimates to construct a roof from Contractors. It will be about 2 years or late 2019 before roof needs to be repaired or other options are identified.

**Beacon** – We have a Contractor that has removed all the Air Show antennas from the tower. He will paint the tower next. He completed work on painting the segmented circle. The motor has failed and spare parts are not available. A company in Shelbyville is providing an estimate to rebuild the motor. Baker's Electric has submitted a bid of \$3,735.00 to repair and rebuild the beacon motor. I will have two more bids prior to the meeting. The work is complete and Baker's Electric has been paid.

**General Assembly HB1147/SB982** – It is pretty clear that the amendment to this bill will pass. A Task Force in the General Assembly is being set up to determine the effects it will have on GA Airports in the State. I recommend that we do not touch our NPE (\$150,000 per year) over the next several years and save it for an emergency. Starting in the next 90 days and over the next 4 years I see drastic cuts in State funding from TAD if other sources of revenue are not found. Elimination of funding for terminals, equipment, hangars, fueling systems and landside improvements will probably start very soon. I believe the 95/5 funding will become 90/10 in the future also. Within a few years I believe funding will only exist from TAD for primary runway and taxiway pavement repair. TN House and Senate votes on the Southwest Airline amendment have been delayed until 2019.

**Taxiway A** – 16-555-0754-04 has been closed and a \$1.12 local share refund has been requested since the project was completed under budget.

**Taxiway B** – 16-555-0785-04 has been closed and a \$469.25 local share refund has been requested since the project was completed under budget.

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16-555-0793-04 has been closed and a \$1,285.78 local share refund has been requested since the project was completed under budget.

**NW Hangar 2** – The \$250,000 grant request will be on the September 21 TAC meeting agenda. The grant request was approved with a 5-0 vote at the TAC meeting. The \$200,000 TML loan has been approved and will be executed on 10/19/17. Received the grant on 11/9/17 and Dr. Daniel and Jeremy Bell signed on 11/10/17 and it was returned to TDOT for the Commissioner's signature. The executed grant was received on 12/1/17. The scoping meeting is being scheduled for the week of March 19. Rinks and Associates has started work on the design phase of the hangar. Advertisement for bids will be in the 8/12/18 edition of the Tallahoma News. The pre-bid meeting will be 8/30/18 and bids will be opened on 9/13/18. The site plan was approved at the 9/17/18 Planning Commission meeting. Bid results, letter of recommendation from Rinks & Associates and financing plan is attached for your review. Sue Wilson is getting the UDAG loan approved and the amendment for the grant has been submitted. The building permit and FAA Buy America letter has been submitted. Richland started work on the hangar on 10/30/18. The grant amendment for \$72,187.00 was approved by TAD. The UDAG loan will be completed on 11/16/18. The footers have been poured and the concrete pad is next when it gets a little warmer. The concrete pad has been poured and the Contractors time will stop until the building is delivered. We anticipate the building will arrive about March 4<sup>th</sup> and take 6 weeks to construct. We set aside \$50,000 in TAA funding for undercut based on the avionics hangar and only \$625.00 was used for undercut on the new hangar saving \$49,375.00. There were 2 items we did not plan for with concrete duct needed for \$886.00 and QC testing that use to be provided by the Contractor. This is a new building code rule that is a good one and requires us to hire an independent party for testing we were just not aware of it. This cost is \$6,281.25 but we hope some of it can be offset by reduced Engineering fees. Since the undercut came in much better than estimated I propose that we add electronic openers to the 24 foot doors at a cost of \$20,937.00. We can save about \$5,000 by adding the openers now while the building is being made as opposed to after it is completed. New arrival date for the building is 3/25/19. **The hangar is scheduled to be completed prior to June 15. The substantial completion inspection will be done on June 17. The aircraft can move into the hangar when the City issues the Certificate of Occupancy.**

**Turf Runway** – 16-555-0794-04 has been closed and a \$450.10 local share refund has been requested since the project was completed under budget.

16-555-0786 has been closed and a \$55.00 local share refund has been requested since the project was completed under budget.

**Airport Pavement Condition Report** – TAD contracted with Atkins North America, Inc and Applied Research Associates, Inc to produce a report on the condition of pavements at all TN Airports. This report will guide TAD staff and the TAC in all future decisions on project requests from Airports.

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**Select TN Site Development Grant** – The City is in the process of applying for a grant for the Business Airpark. Proposed work includes drainage improvements, concrete repair, clearing and grubbing, signage and lighting in the amount of 500k. The application was submitted on the February 1 deadline and we should know by July 1 if we will receive the grant. The application request was not approved but can be resubmitted for the next round of funding that is available. The 2<sup>nd</sup> round of funding has been approved by ECD. The application was submitted by the December deadline. The grant announcements will be in the March/April timeframe. Thom Robinson, Scot St. John, Winston Brooks and Jon Glass went to the ECD office on March 8 and made a presentation for the grant. ECD should announce the final decision on grants in 4 to 6 weeks. We did receive the grant for tree clearing and drainage improvements in the amount of \$280,000. Contracts for the grant should be ready by July 1. The grant has been executed by the City and ECD. The bids will be opened at 11:00 am on 1/11/18 at City Hall. Curl Construction is the apparent low bidder at \$262,286.68, the highest bid was \$907,196.00. BOMA will vote to accept or reject the bid at the 2/12/18 meeting. The pre-construction meeting will be held on 2/21/18. Curl Construction is nearing completion on the tree clearing and will leave a buffer of trees regarding the XP Services concerns. The subcontractor that is supposed to grind the trees left the Airport. Curl has tried to burn the trees but that led to complaints from XP Services. Their time has been stopped and we will try to wait for the subcontractor to return. Alex Richman with the Motlow family will look at them 10/12/18 and see if they have any interest in the timber. The trees have been disposed of and final cleanup is all that is left to be completed. Conditions are to wet for clean up right now. Curl Construction should complete the clean up work the week of 4/8/19. **The final inspection is complete. The Contractor has few remaining clean up items to complete.**

**Airport Inspection** – I have requested TAD to complete the Airport inspection earlier this year so any issues can be corrected prior to the AOPA Fly-In. **The inspection report and Airport license arrived on 6/11/19. We had no section 1 violations.**

### ***FUEL SALES***

Fuel sales for the month of May 2019 were 19,673.62 gallons. This is a 3,908.09 gallon decrease in the 23,581.71 gallons sold in May of 2018. All outstanding fuel invoices have been reimbursed to the City except for the AVGAS and Jet fuel still in the tank. **We will need a load of AVGAS by the end of this month. The buy price has dropped about 40 cents.**

**Fuel Sales 1/1/19 to 5/31/19 = 92,709.1**

Fuel Sales 1/1/18 to 5/31/18 = 78,697.2

<b>April 2019</b>	<b>AVGAS</b>	<b>AVGAS SS</b>	<b>Total</b>
<b>Gallons</b>	2,090.83	2,816.79	<b>4,907.62</b>
<b>Flow Fee</b>	\$209.08	\$281.67	<b>\$490.75</b>

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<b>Pump Fee</b>	\$1,045.41	\$704.19	<b>\$1,749.60</b>
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<b>April 2019</b>	<b>Jet Full Price</b>	<b>Jet Discount</b>	<b>Total</b>
<b>Gallons</b>	2,188.8	12,577.2	<b>14,766</b>
<b>Flow Fee</b>	\$218.88	\$1,257.72	<b>\$1,476.60</b>
<b>Truck Fee</b>	\$218.88	\$1,257.72	<b>\$1,476.60</b>
<b>Pump Fee</b>	\$2,188.80	\$7,812.53	<b>\$10,001.33</b>

Total AVGAS & Jet Gallons = 19,673.62

Total Flow Fee = \$1,967.35

Total Jet Truck Fee = \$1,476.60

Total Pump Fee = \$11,750.93

Total Part-Time Employment Cost = \$3,712.50

**Jet Truck Fee Minus Rental = +\$626.60**

**Pump Fee Minus Employment Cost = +\$8,038.43**

**FUEL PRICES**

<b>5/9/19</b>	Tallahoma	Shelbyville	Winchester	McMinnville	Maury County	Murfreesboro
AVGAS SS	<b>\$4.35</b>	\$3.90	\$3.88		\$4.62	\$4.64
AVGAS FS	<b>\$4.60</b>	\$4.10	\$3.88	\$4.26	\$4.83	\$4.84
Jet	<b>\$3.95</b>	\$3.95	\$3.86	\$3.86	\$4.27	\$3.95

Average AVGAS price - \$4.79 Average Jet price - \$4.41

**AIRPORT FUEL SALES**

<b>DATE</b>	<b>FUEL SOLD (gallons)</b>
<b>May 2019</b>	<b>19,673.62</b>
<b>May 2018</b>	23,581.71
<b>May 2017</b>	17,401.85
<b>May 2016</b>	27,425.53
<b>May 2015</b>	13,752.75
<b>May 2014</b>	15,775.5
<b>May 2013</b>	9,050.75
<b>May 2012</b>	15,845.55
<b>May 2011</b>	4,721.4

**ANNUAL FUEL SALES (Gallons)**

<b>2018</b>	<b>234,691.04</b>
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2017	192,043.95
2016	219,458.44
2015	206,683.02
2014	179,611.14
2013	118,597.24
2012	146,293.66
2011 * TAA took over fuel sales on 5/11/11	117,223.75
2010	97,983.8
2009	94,408.7
2008	113,262.8
2007	107,196.8

***MAINTENANCE/NAVAID PROBLEMS***

**Fuel Tanks** – Airport staff pressured washed the tanks and painted the ballards.  
Thank you to William with TN Skydiving for his assistance.

**VOR** – FAA has sent out notices regarding the decommissioning of the VOR.

**AWOS** – No problems or outages for May 2019.

**Veeder Root Fuel System** – No problems or outages for May 2019.

**RUNWAY AND TAXIWAY LIGHTS** – No problems or outages for May 2019.

**REILS AND PAPI** – No problems or outages for May 2019.

***HANGAR RENT/INSURANCE*****OVERDUE RENT** –

Heinemman	\$6.90	
Groff	\$75.40 & \$26.25	

**EXPIRED INSURANCE CERTIFICATE** – None

**OTHER** – Nothing

***AIRPORT MARKETING/PRESENTATIONS*** –**6. Old Business:**



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- A. AOPA Fly-In** – Jon Glass presented 3 proposals for the upcoming AOPA Fly-In. **A motion was made and approved** to purchase an Insurance policy with cost not to exceed \$3,000 for the Air Show portion of Fly-In from private donations received. **A motion was made and approved** to execute the contracts and pay Stallion 51 (\$10,500) and Pegasus (\$5,400) for the Air Show portion of Fly-In from private donations received. **A motion was made and approved** to offer tenants of the North and South community hangars a month of lease payment credit to vacate the hangar for 5 days during the Fly-In. Karla Smith abstained from voting on all 3 motions for the AOPA Fly-In.
- B. TN Skydiving** – The sub-committee working on TN Skydiving issues presented the following list of probational letter requirements for them to follow:
- Must follow all regulations set by the FAA for Part 105 Parachute Operations.
  - Must meet all City and State Fire Codes.
  - Must meet all City Insurance regulations.
  - No sleeping in the Hangar and / or terminal building.
  - No camping in the Hangar (tents) or in the adjacent vacant lot.
  - No fires in the vacant lot.
  - No smoking in the Hangar, within 50 feet of the fuel farm or aircraft refueling operations or within 25 feet of the entrance of a public building, including the North Hangar and Airport Terminal Building.
  - No consumption of alcohol during skydiving operations or in the presence of minors.
  - No throwing frisbees, skateboarding or other recreational activities on the ramp nor in the hangar if any aircraft are present.
  - Do not allow spectators to walk across or mingle on the ramp or active taxiway.
  - No parties in a City owned Hangar without written permission from the Tulahoma Airport Authority along with the correct permits from the City.
  - Must schedule all uses of the TAA Boardroom with TAA staff and leave it in the same condition as found.
  - Please include in your briefings to your customers and spectators we ask that they respect City property including the Terminal building.

Hans Paulsen asked if the Airport Authority could work with them on camping in the vacant lot leased by TN Skydiving. Alderman Knowis will check and see if camping on City property is allowed by City codes. Mr. Paulsen will provide the Airport Authority with a copy of the waiver from TN Skydiving. TAA Attorney Jeremy Bell will review the waiver. Mr. Bell will also review the waiver for consumption of alcohol after Skydiving operations when minors are not present. Leslie Fritz will meet with Rosemary Golden at City Hall regarding permits for special events (Boogie) where alcohol is present.

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Dr. Daniel will provide a letter to TN Skydiving regarding the above listed items after the camping on vacant lot issue is resolved. Jim Apple recommended that the probation period be shortened from 6 months to 60 days. The Board members and Mr. Paulsen agreed to the 60 day probation period. No commitments were made on leasing TN Skydiving additional space in the North hangar. Jon Glass is working with TN Skydiving on other options for additional space at the Airport. Once information is received on the waiver for camping and additional information from the City regarding alcohol a final vote on the probation letter will be held at the 7/9/19 Board meeting.

**7. New Business:**

- A. Employee Dress Code** – Karla Smith presented a draft dress code for TAA employees based on City of Tullahoma employee handbook. **A motion was made and approved** to adopt the employee dress code.
- B. Hangar Leases** – Paul Sirks inquired about expiration dates on lease agreements. Jon Glass reviewed the hangar lease spreadsheets with him after the meeting.
- C. Other New Business** – Dr. Daniel reported that he could not attend the Mayor's Planning and Coordinating meeting on 6/13/19. Paul Sirks volunteered to attend for him. Jon Glass reported that the CAP glider camp would start 7/12/19 and run for about 7 days.

**8. Aldermen Knowis Comments** – Alderman Knowis had no comments.

**9. Meeting was adjourned at 6:20 pm.**

Submitted on 6/15/2019

<Original Signed>

Jon Glass  
TAA, Airport Manager

**Minutes approved during the \_\_\_\_\_ meeting**